USE OF MODEL MUNICIPAL JOB DESCRIPTIONS

**Important Disclaimer:**

 These model municipal job descriptions are provided to member towns/cities for use as a guideline and template for the creation of, or revision to, the town’s/city’s job descriptions. We have attempted to present comprehensive model municipal job descriptions, including all legally required aspects of each job. Those towns/cities who have labor unions may have to negotiate the implementation, or the impact, of these model municipal job descriptions.

**Town of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chief of Police**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Chief of Police** | **Number/Code:** |  |
|  |  |  |  |
| **FLSA:**  | **Exempt** | **Salary Range:** |  |
|  |  |  |  |
| **Union:** | **N/A** | **Created:** |  |
|  |  |  |  |
| **Revised:** |  | **Revision No.** |  |
|  |  |  |  |

**Elected \_\_ Appointed Hired\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Summary:**

Performs a variety of complex administrative, supervisory and professional work in direct oversight and control of the activities of the Police Department. Responsible for the prevention of crime, the protection of lives and property, the enforcement of laws and ordinances, the identification and apprehension of offenders and the recovery of property.

**Supervision Received:**

Receives general direction from, and reports to [insert chief administrative/executive officer AND/OR Police Commission as appropriate].

**Supervision Given:**

Supervises the following departments/divisions:

Supervises all subordinate sworn officers and civilian employees assigned to Police Department either directly or through subordinate supervisors. [insert other emergency services personnel, dispatchers as appropriate]

**Examples of Essential Functions:**

# Plans, coordinates, supervises and evaluates Police Department operations.

# Exercises all authority provided to, and meets all responsibilities imposed upon, Chiefs of Police by local, State and Federal law.

# Develops [or “Assists Police Commission in developing”] and administers operating policies and procedures for the Police Department as mandated by law or necessary to ensure efficient operation of the Department.

# Plans, develops and implements law enforcement activities and programs under policies and goals established by [insert chief administrative/executive officer/Police Commission/legislative body as appropriate]; reviews Department performance and effectiveness, formulates and implements programs or policies to alleviate deficiencies.

# Supervises and coordinates the [or “Assists Police Commission in the”] preparation and presentation of an annual budget for the Police Department; directs the implementation of the Department's adopted budget; analyzes and recommends improvements to equipment and facilities, as needed.

# Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control, and documentation of Police Department activities and operations.

# Coordinates and supervises [or “Assists Police Commission in”] the recruitment, selection, training, evaluation, assignment, scheduling and development of subordinate employees.

# Ensures that Police Station equipment and vehicles are in proper working order and well-maintained.

# Administers personnel rules and regulations and collective bargaining agreements for the Police Department; maintains departmental discipline, conduct, general behavior and performance of assigned personnel and directs the investigation of, and response to, citizen complaints.

# Prepares and submits periodic reports to the [insert chief administrative/executive officer AND/OR Police Commission as appropriate] upon request regarding the Department's activities, and prepares a variety of other reports as appropriate for local, State and Federal officials, including narrative and statistical reports.

# Meets with elected or appointed officials including school and Board of Education officials, other law enforcement officials, community and business representatives, the media and the public on all aspects of the Police Department's activities for the purposes of providing information, promoting crime prevention and law enforcement and maintaining favorable public relations.

# Attends or designates personnel to attend conferences and meetings to keep abreast of current trends in the law enforcement field; serves or designates personnel to serve on town, regional, State or Federal organizations and committees to promote or enhance crime prevention and law enforcement.

# Cooperates with local, State and Federal law enforcement agencies and courts as appropriate where activities of the Police Department are concerned.

# Reviews, recommends and implements new and innovative technology relating to crime prevention and law enforcement.

# Ensures that all local, State and Federal laws are enforced and that public peace and safety is maintained.

# Performs the duties of subordinate personnel as needed.

# Assists in coordinating Town school security.

# Identifies and pursues funding and other resources; directs, reviews, drafts as necessary, and approves grant proposal packages; assists in the preparation, review and administration of vendor contracts and agreements.

**Other Job Functions:**

#  Perform all related work as needed.

**Minimum Qualifications:**

**Required Education & Experience:**

1. Graduation from an accredited college or university with a Bachelor's degree with a major field of study in Police Science, Law Enforcement, Criminal Justice, Public Administration or a closely related field.
2. \_\_ years of experience in law enforcement work, \_\_ years of which must have been in a rank equivalent to [captain/lieutenant/command capacity] or higher.
3. Suitable experience may be substituted for education attainment if deemed appropriate by the [Town Manager] or his/her designee.

**Knowledge, Skill and Ability:**

1. Thorough knowledge of principles and practices of modern Police methods in civil and criminal law enforcement.
2. Thorough knowledge of Federal, State and municipal laws, statutes and ordinances pertaining to law enforcement.
3. Thorough knowledge of the standards for evaluation of Police services and the use of Police records and their application to Police administration.
4. Considerable knowledge of the principles and practices of public administration, including finance, organization, management and supervision.
5. Skill in the use of standard law enforcement tools and equipment.
6. Skill in the use of personal computers, including [insert specific software].
7. Skill in financial and human capital management.
8. Ability to plan, organize and direct the work of employees performing varied operations connected with Police activities.
9. Ability to establish and maintain effective working relationships with subordinates, public officials, other local, State and Federal governmental agencies, the media, community businesses, leaders and organizations and the general public.
10. Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from public officials, the media, citizens and the general public.
11. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.
12. Ability to exercise sound judgment in evaluating situations and making decisions.
13. [Ability to meet all physical demands of police duty].

**Additional Eligibility Requirements:**

1. POST Police Officer Certification.
2. Valid, active Motor Vehicle Operator’s License required.

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls, office equipment or standard law enforcement tools and equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to X pounds, and occasionally lift or move up to Y pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

This job operates in a professional office environment with [regular or occasional] related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally work near moving mechanical parts; in precarious places; and with explosives; may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat, fire, fumes or airborne particles, toxic or caustic chemicals and vibration and life threatening situations, including the risk of being assaulted. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of his/her duties. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

**Position Type/Expected Hours of Work:**

This position is [choose one]:

[at will]

[collective bargaining unit member]

[town contract]

[elected]

This is a full time position and hours of work and days are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This position [occasionally/regularly] requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand.

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEOC STATEMENT:

It is the policy of the [Town/City] of \_\_\_\_\_\_\_\_\_ to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the [Town/City] of \_\_\_\_\_\_\_\_\_ will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.